

HIGHWAY CONTRACTORS PREQUALIFICATION SUBMISSION GUIDE

REQUIRED SUBMISSIONS

First Year

- ___ An original certification of Experience Modification Ratio (EMR) letter from the firms Workers Compensation Insurance company.
- ___ A complete original annual financial statement from a CPA or complete page 9 of (Form C-32)
- ___ Current Prime Contracts On Hand (Form C-42).
- ___ Current Subcontracts On Hand (Form C-42A)
- ___ Prequalification Application (Form C-32)

Second Year

- ___ An original certification of Experience Modification Ratio (EMR) letter from the firms Workers Compensation Insurance company.
- ___ A complete original annual financial statement from a CPA or complete page 9 of (Form C-32).
- ___ Current Prime Contracts On Hand (Form C-42)
- ___ Current Subcontracts On Hand (Form C-42A)
- ___ Prequalification Renewal Application (Form C-32A)
- ___ Annual Gross Receipts Survey (page 10 of Form C-32.

OPTIONAL SUBMISSION

(Both Years)

- ___ Request To Protect Materials Under the Virginia Freedom of Information Act (Form C-47).

ATTENTION

Your firms Prequalification submission is considered a legal document by both the Virginia and the Federal Court Systems. Therefore ACCURACY IS MORE IMPORTANT THAN SPEED in processing your submittal. Please review your information before it is submitted to prevent delays caused by making corrections.